



UNITED STATES MISSION -BOGOTA

# VACANCY ANNOUNCEMENT



No. 086

**Job Vacancy**

October 27, 2003

**OPEN TO:** All Interested Candidates

**POSITION:** **SUPPLY CLERK (A60054)**

**CLOSING DATE:** **Tuesday, November 11, 2003**

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/MOH/OR - LCP/FSN-5  
EFM/NOR - FP Scale = FP-9  
(Position Grade: Final FP grade to be determined by Washington)

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

## TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume that provides the same information.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

**You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:**

**<http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".**

## **SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

## **PROFILE OF THE POSITION**

The U.S. Embassy in Bogota is seeking an individual for the position of Supply Clerk in the Narcotics Affairs Section.

## **BASIC FUNCTION OF POSITION:**

Under the direction of the NAS Program Officer – Air Service, performs a wide range of logistical support for the NAS UH-60L and UH-1N Helicopter operation. This work is performed in connection with the bilateral USG and GOC International Narcotics Control effort.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Assist in all elements of logistical support including supply, acquisition planning, stock control, inspection, disposition, maintenance, and

transportation of material required by the NAS UH-60L and UH-1N helicopter operation.

- b. Assists in the maintenance of the automated stock system to determine (1) the item, (2) the number of the item, (3) status of the item – number in stock, number ordered of which number en route/number back-ordered/ETA of number ordered, and projected number of the line item. Monitor stock levels by line item and alert supervisor when particular items are reaching a low level based on previously established reorder points.
- c. Processes requests for procurement and maintain hard copy of document and a tickler file to track copy of the actual procurement document. Input to automated stock system by status indicated above.
- d. Following input to automated stock system, maintain file of both receiving and issue documents.
- e. Schedules transportation for both the pick-up of incoming shipments and the delivery of items ordered by end-users.
- f. Assists in performing warehouse physical inventories both scheduled and ad hoc and assist in reconciliation of any differences detected.

**MINIMUM QUALIFICATIONS:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- a. Education: Completion of elementary school is required.
- b. Prior Work Experience: Two years of progressively responsible experience dealing with the Customs Department of the Colombian government.
- c. Post Entry Training: N/A.
- d. Language Proficiency: Level II of English ability is required. Level IV Spanish ability is required.
- e. Knowledge: Knowledge of the DOS and DOD regulations governing the preparation of documentation for shipments, and customs exemptions. Comprehensive knowledge of Colombian laws concerning both the importation and the exportation of goods.
- f. Skills and Abilities: If required to drive official U.S. Government vehicle, must have a local driver's license appropriate to vehicle (s) driven

### **DESIRED QUALIFICATIONS BUT NOT REQUIRED:**

- a. Education: Completion of secondary school is desirable.
- b. Skills and Abilities: Good typing ability (less than 40 words per minute) is desirable, and may be required in some positions.

### **ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **DEFINITIONS:**

- 1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
- 2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
- 3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
- 4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
- 5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE  
OR EMBASSY RECEPTIONIST BY: 11/11/03**

DISTRIBUTION: "BB"  
NAS SUPPLY CLERK A60054.doc

